



Office of Public Instruction
Nancy Keenan, Superintendent
PO Box 202501
Helena, MT 59620-2501

STUDENT ATTENDANCE AGREEMENT

School Year 19 ____ - ____
(Elementary and High School Levels)

Directions:

- PARENT/GUARDIAN OR OFFICIAL OF PLACING AGENCY/COURT:** Complete Part I and submit to clerk of school district where student wants to attend. Use one form for each school.
- DISTRICT OF CHOICE** (where student wants to attend): Trustees must act on this application when submitted by parent/guardian or state agency/court official. **If approved:** send copies of approved form to 1) the parent/guardian or official of the state agency or court, and 2) clerk of district of residence. If district/county of residence will not be charged for tuition or transportation, their signature of approval is not required. **If not approved:** Notify parent/guardian.
- DISTRICT/COUNTY OF RESIDENCE** (where student resides): Trustees must act on this application when approved and submitted by the district of choice, if district/county of residence is to be charged tuition or transportation costs. If no charges, signature of approval is not required. **If approved:** Send copies of approved form to 1) the parent/guardian or official of the state agency or court, 2) clerk of district of choice, and 3) county superintendent(s) of each county. **If not approved:** Notify parent/guardian and district of choice.

I. REQUEST FOR APPROVAL OF OUT-OF-DISTRICT ATTENDANCE

(To be Completed by Parent/Guardian or Official of State Agency or Court)

I request that the following student(s) be allowed to attend in a school district outside the district in which the student(s) resides:

Student Name _____ Birthdate _____ Grade (for year of attendance) _____

Student's Address: _____ (Street) _____ (City) _____ (State)

Parent's Address (if different from student's): _____ (Street) _____ (City) _____ (State)

District of Residence: _____ (District Name/No.) _____ (County)

County of Residence: _____

District of Choice (student wants to attend): _____ (District Name/No.) _____ (County)

Reason for Request: _____

Date attendance is to begin: _____

Check One: ☐ Parent/Guardian ☐ State Agency Placement ☐ Court Placement ☐ District (may initiate contract for placements, special programs, special circumstances)

Print name of parent/guardian or official of state or court: _____ Date _____

Representing: (Name of state agency/court) _____

This agreement will be returned to the parent/guardian after approval/disapproval and will specify the costs, if any, which will be charged to the parent/guardian for attendance. If the student attends under this agreement, the parent/guardian agrees to pay the costs, if any, charged to him or her under the terms of this agreement.

Signature of requestor: _____ Phone: _____

II. TRANSPORTATION

(Parties must specify here the responsibilities and costs for transportation. Transportation charges to a party of this contract should not include "on schedule" costs, which are reimbursed to districts by state and county.) (NOTE: If mandatory conditions in 20-5-321, MCA, are not met, parent contract can only pay the distance from home to closest school or bus stop. See Section III for mandatory conditions.)

Check One:

- ☐ 1. **NO TRANSPORTATION PROVIDED.** Parent will transport at their own expense.
- ☐ 2. Bus transportation will be provided by (district) _____ at **NO COST.**
- ☐ 3. Bus transportation will be provided by (district) _____ and parent/guardian will pay: \$ _____ per _____. (Attach Payment Schedule)
- ☐ 4. Bus transportation will be provided by (district of choice) _____ and (resident district or county) _____ will pay: \$ _____ per _____. (Attach Payment Schedule)
- ☐ 5. Parent/guardian will transport student under a TR-4 individual transportation contract (home-to-bus or home-to-school), paid by (district) _____
- ☐ 6. Other (explain): _____

III. TUITION COSTS

"Mandatory Condition" means the attendance meets criteria in Section 20-5-321, MCA. Both districts must accept the attendance request if any of the following is true: 1) Student lives closer to school the student wishes to attend, and more than 3 miles from own school, and either the resident school does not provide transportation or schools are in different counties; 2) Geographic conditions make it impractical for student to attend his own school; 3) Another child of the student's family must attend high school in a different elementary district, and the student can more conveniently attend in the elementary district where the high school is located, AND the elementary student lives more than 3 miles from his own school; 4) Student is placed by court in youth care facility (abused, neglected, dependent, or youth in need of supervision); Student is placed in group home by parent or state, or placed by court.

"Discretionary Condition" (20-5-320, MCA) means the attendance does not meet criteria requiring mandatory acceptance. Trustees of either district may disapprove the application.

NOTE: Tuition for students in special education or students without disabilities who are placed in group homes or residential treatment facilities may include a regular education portion in Part A or B and an additional portion exceeding the regular education amount in Part C. In that case, tuition amount is either A + C or B + C.

A. MANDATORY CONDITION (specify): _____

- ☐ 1. Tuition is **WAIVED**. No tuition will be charged.
- ☐ 2. *In same county:* District of residence will be charged \$_____ regular education tuition.
- ☐ 3. *In different counties:* County of residence will be charged \$_____ regular education tuition.

B. DISCRETIONARY CONDITION

- ☐ 1. Tuition is **WAIVED**. No tuition will be charged.
- ☐ 2. Parent/guardian will be charged \$_____ regular education tuition.
- ☐ 3. District of residence will be charged \$_____ regular education tuition.

C. SPECIAL RATES—Additions to Regular Education Tuition

- ☐ The party paying regular tuition in IIIA or IIIB will also be charged \$_____ for costs of providing services which exceed district regular education tuition charges and are allowed by law and administrative rules. (Attach documentation showing estimated costs and basis for authorization of special rate.) [NOTE: Special rates should not be charged when parent/guardian is the party paying tuition.]

IV. AGREEMENTS AND SIGNATURES

A. DISTRICT OF ATTENDANCE: (This signature is required.)

The board of trustees ☐ approves ☐ disapproves this application and any transportation/tuition costs charged to this district as listed on the application.

Print Name of Chairperson, Board of Trustees: _____

Signature of Chairperson, District of Attendance: _____ Date: _____

B. DISTRICT OF RESIDENCE: (This signature is required if the district of residence will be charged for any tuition/transportation costs.)

DISCRETIONARY:

The board of trustees ☐ approves ☐ disapproves this application and any transportation/tuition costs charged to this district as listed on the application.

MANDATORY: The board of trustees acknowledges this application and any transportation/tuition costs charged to this district as listed on the application.

Print Name of Chairperson, Board of Trustees: _____

Signature of Chairperson, District of Residence: _____ Date: _____

C. COUNTY OF RESIDENCE: (This signature is required if: 1) attendance is MANDATORY CONDITION, OUT-OF-COUNTY, AND 2) county of residence will be charged for any costs of tuition or transportation.)

MANDATORY ONLY:

The county superintendent ☐ acknowledges this application and any transportation/tuition costs charged to this county as listed on the application.

Print Name of County Superintendent: _____

Signature of County Superintendent, County of Residence: _____ Date: _____

Payment Dates:

If PAID BY:

district or county

parent/guardian or placing agency

DUE:

Half by 12/31 and half by 6/15 of year following attendance year.

During year of attendance, based on payment schedule attached.